

EAST LAMPETER TOWNSHIP
POSITION DESCRIPTIONS

TITLE: ASSISTANT ZONING OFFICER - COMMERCIAL
DEPARTMENT: PLANNING AND ZONING

GENERAL SUMMARY: Under direction, enforce Township zoning ordinance and building codes; review applications, conduct plan reviews and issue permits; investigate complaints and conduct on-site inspections to ensure compliance with applicable ordinances; serve as Building Code Official in the absence of the Director of Planning/Zoning Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Administer municipal zoning ordinance, receive applications for zoning permits, review applications and conduct site visits to determine compliance with Township zoning ordinances; prepare and discuss comments with applicant, builder, architect, engineer, job superintendent and/or landowner; recommend appeal to zoning hearing board to review non-conforming use requests or where variance or special exception is required; issue permits for plans which meet standards; assist general public in understanding building and zoning codes.
2. Serve as Building Code Official in the absence of the Director of Planning/Zoning Officer; supervise the third-party building code inspectors to ensure permits are issued promptly and conditions are met by the applicant; facilitate exchange of information and provide guidance and advice on building codes questions.
3. Administer storm water ordinance, nuisance ordinance; International Property Maintenance Ordinance, receive permit applications, review plans, discuss issues with applicant or representative; issue permits where requirements are fulfilled.
4. Receive appeals and applications for conditional uses, special exceptions, and variances requests; work with office staff to schedule hearing, advertise and post notices on property, provide applicant and other parties, if requested, with copies of items sent to Zoning Hearing Board; respond to questions regarding the zoning ordinance.
5. Receive and investigate complaints regarding potential zoning, building code, or International Property Maintenance Code violations; provide written notice of violation to owner and maintain communications between Township and property owners until issue is resolved or adjudicated to the satisfaction of the Township.
6. Conduct on-site zoning inspections; issue enforcement notice or initiate civil enforcement proceedings where violation of zoning ordinance is left uncorrected; testify where charges are brought to hearing.
7. Perform related duties and responsibilities:
 - a. Serve as Building Code Official in the absence of the Director of Planning/Zoning Officer
 - b. Attend Zoning Hearing Board and Planning Commission meetings, when required
 - c. Lancaster County Zoning Officers Association

JOB SPECIFICATIONS:

*indicates developed after employment

Education/Employment: Any combination of education and experience which indicates possession of the skills, knowledge and abilities listed below. An example of acceptable qualifications for this position is completion of Associates degree and two (2) to (4) four years of related experience.

Knowledge:

- Thorough knowledge of ordinances, policies and plans adopted by the Township.*
- Thorough knowledge of PA Municipal Planning Code
- Thorough knowledge of PA Uniform Construction Code (PUCC) and International Construction Codes (ICC).
- Thorough knowledge of PA State Second Class Township Code.
- Thorough knowledge of geographical features of Township.*
- Thorough knowledge of information systems and applications including GIS, permit software, and office systems

Skills:

- Computer operation, including full range of office applications.

Abilities:

- Ability to provide a customer focused approach to resolving problems while remaining firm in enforcement of codes.
- Ability to communicate effectively to explain complex regulations in basic terms.
- Ability to perform advanced mathematical calculations.
- Ability to write effective communications to explain reasons for acceptance or denial of requests.
- Ability to interpret various codes and make practical applications in an even handed, consistent manner.
- Ability to interpret plot development and zoning maps and various technical materials.
- Ability to present facts and arguments in a clear and convincing fashion.
- Ability to develop and maintain effective working relationships with engineers, township staff, local developers, landowners and the general public.
- Ability to resolve conflicts in a tactful, diplomatic and timely fashion.
- Ability to prepare accurate records.
- Ability to occasionally lift light weight objects up to 25 lbs.
- Ability to demonstrate physical agility in ascending and descending steps of various heights, and walking around potentially hazardous construction sites.
- Ability to respond to deadlines and manage time wisely.
- Ability to safely operate a Township motor vehicle.
- Ability to demonstrate honesty and convey integrity to maintain public trust

Working Conditions:

Work is performed in a normal office environment but may involve frequent interruptions. Work frequently involves responding to upset or angry people. Work is generally performed alone, requires occasional field work to inspect sites which may require navigation of undeveloped sites on irregular surfaces of various heights and require adherence to safety standards to control for risk. Work requires regular attendance at evening meetings.

THIS POSITION IS A SAFETY SENSITIVE POSITION WHICH REQUIRES USE OF TOWNSHIP VEHICLES AND COMPUTER SYSTEMS.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the job.

REPORTS TO: Director of Planning/Zoning Officer

FLSA STATUS: Non-exempt

DATE: November 2022